



Administrative Policies and Procedures: 18.27

Subject:	Use of Adult Inmate Labor at Youth Development Centers
Authority:	TCA 37-5-105, 37-5-106
Standards:	ACA: 3-JTS-1A-30; DCS Practice Standard: 8-306
Application:	To All Department of Children's Services Youth Development Center Employees

Policy Statement:

All Youth Development Center (YDC) Superintendents shall have the discretion to utilize adult inmate labor under continuous supervision by Youth Development Center employees.

Purpose:

To ensure procedures for requesting and monitoring adult inmates when they are permitted to perform work duties in a Youth Development Center.

Procedures:

A. Written local procedures	<ol style="list-style-type: none">YDC Superintendents choosing to use adult inmate labor in their facilities shall develop local procedures providing, at a minimum, the following:<ol style="list-style-type: none">Job duties and staff supervision requirements;Housing assignments (if applicable);Provisions for meals/breaks;Clothing and/or safety equipment provisions;Property control and search procedures;Rules, regulations and disciplinary procedures;Telephone, mail and visitation procedures (if applicable);Recreation that may include arts and crafts (if applicable);Adult inmate movement and count reporting; andMedical servicesAdult inmates must receive an orientation to the requirements listed in <i>Section A, 1</i> and other areas as determined by the Superintendent.
B. Procedures for approval to use	<ol style="list-style-type: none">The DCS Juvenile Justice Executive Director of Administration and Compliance and the Department of Correction Assistant Commissioner of Adult Institutions,

adult inmate labor	or their designees, must approve in advance all requests for use of adult inmate labor in a youth development center. 2. Only inmates classified as “ minimum trustee ” will be approved to work in youth development centers.
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Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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